



EXECUTIVE ORDER NO. 018

Series of 2020

"AN EXECUTIVE ORDER ESTABLISHING GUIDELINES TO HELP PREVENT AND/OR MINIMIZE THE TRANSMISSION OF COVID-19 IN BUTUAN CITY."

WHEREAS, Under Section 15, Article II of the Philippine Constitution, it is the State's policy to protect and promote the right to health of the people and instill health consciousness among them;

WHEREAS, on March 7, 2020, the first case of local transmission of Corona Virus Disease (CoViD-19) was confirmed by the Department of Health;

WHEREAS, due to the rapid increase of CoVid-19 positive cases in the country, the Department of Health (DOH) has placed the whole country under Code Red Sublevel 1;

WHEREAS, as of March 12, 2020, the Philippines, through the DOH, has confirmed a total of forty-nine (49) positive CoViD-19 cases in the country;

WHEREAS, as of March 12, 2020, the Inter-Agency Task Force for the Management of Emerging Infectious Disease (IATF) has raised the Code Alert System for the CoViD-19 public health event to Code Red Sublevel Two (2).

WHEREAS, the DOH, recognizing the need for containment measures and the necessity of maintaining social/personal distancing to prevent the transmission of CoVid-19, issued DEPARTMENT OF HEALTH ADVISORY ON CONCERTS AND OTHER PUBLIC EVENTS AND GATHERINGS, stating that "xxx the Department of Health strongly urges the public to avoid attending, participating in, and organizing events that draw huge number of attendees. The DOH likewise recommends cancellation of planned big events and mass gatherings until further notice xxx";

WHEREAS, President Rodrigo R. Duterte, recognizing that the CoViD-19 public health event constitutes a threat to national security, and to prompt a whole-of-government approach in addressing the CoViD-19 outbreak, issued Proclamation No. 922 s. 2020 "Declaring a State of Public Health Emergency Throughout the Philippines";

WHEREAS, the declaration of a State of Public Health Emergency would capacitate government agencies and LGUs to immediately act to prevent loss of life, utilize appropriate resources to implement urgent and critical measures to contain or prevent the spread of CoVid-19, mitigate its effects and impact to the community, and prevent serious disruption of the functioning of the government and the community;

WHEREAS, under Section 455, Article I, Chapter III of the Local Government Code, the City Mayor, as chief executive of the city government, shall exercise powers



and perform duties and functions to promote the general welfare of the city and its inhabitants.

WHEREAS, as part of the precautionary measures already being undertaken by the City Government, there is a need to impose additional disease control measures to prevent the transmission of the CoViD-19;

NOW THEREFORE, I, ENGR RONNIE VICENTE C. LAGNADA, City Mayor of Butuan, by virtue of the powers vested in me by law, do hereby order the following:

Section 1. Suspension of Classes and Other School-Related Activities.

All classes and school-related activities in all levels of private and public schools in the City of Butuan, such as, but not limited to, moving-up ceremonies, recognition, awarding, commencement exercises, JS Prom, retreats, intramurals, and field trips are hereby suspended effective March 13, 2020 until further notice.

Section 2. Suspension of Public Mass Gatherings.

The LGU and all government agencies in the city are encouraged to minimize unnecessary mass gatherings in the city:

- a) *Mass gatherings, defined as a planned or spontaneous event where the number of people attending could strain the planning and response resources of the community hosting the event, shall be prohibited during the effectivity of this EO.*
- b) *Mass gatherings wherein attendees are composed of people coming mostly from areas outside of Butuan City must be cancelled.*
- c) *Private groups, business establishments, and other offices are strongly advised to postpone non-essential mass gatherings.*
- d) *Meetings, conventions, exhibits, conferences, parties, and all other similar social activities must be cancelled until after the public health emergency has been lifted.*
- e) *All schools from kindergarten to post-graduate studies must immediately shift to online sessions and take-home assignments. All recognition and graduation ceremonies should be postponed until after the public health emergency has been lifted. Provided that all students shall continue to fulfill their educational requirements. Strategies for the completion of the academic requirements in view of the suspension of classes shall be left to the discretion of DepEd.*
- f) *All restaurants, hotels, bars, pubs and other event centers must postpone scheduled activities until after the public health emergency has been lifted.*



- g) Everyone is strongly discouraged to attend mass, prayer meetings, retreats, and other faith-based and religious gatherings that draw a large number of people.
- h) Everyone is advised to stay at home and refrain from going to public places.

Section 3. Home Quarantine.

All residents and visitors of the city are advised to stay at home or in their bedrooms if they have fever, cough, cold, or difficulty of breathing. All employees of government and private offices or establishments should refrain from going to work if they possess the above-stated symptoms, must undergo self-quarantine at home, and call the hospital hotline numbers to get checked. Employees must bring a medical clearance when reporting back to work.

Section 4. Travel Restrictions.

Entry travel restrictions shall be imposed upon those traveling from countries or places with localized CoVid-19 transmissions, except for Filipino citizens and their foreign spouse and children, if any, holders of Permanent Resident Visa, and holders of 9 (e) Diplomat Visas issued by the Philippine Government, subject to quarantine procedures. Outbound travel restrictions shall likewise be imposed upon residents and visitors in Butuan City. Provided that there is no restriction in the transport of goods.

Section 5. Mandatory Thermal Scanning.

All residents and visitors of the city shall submit themselves for mandatory thermal scanning via thermal cameras or infrared gun in places and establishments that require the same, such as, but not limited to, seaports, airport, bus/van/jeepney terminals, and checkpoints.

Section 6. Mandatory Disinfection.

All public and private offices and establishments throughout the city, including, but not limited to, those within barangay and city halls, within provincial capitol, within National Government Agencies, malls, hotels, motels, lodging houses, fast food chains, restaurants, bars, theaters, fitness gyms, resorts, fish ports, and bus terminals should perform regular disinfection of frequently touched apparatus, equipment, furniture and fixtures, such as, but not limited to, biometrics/finger scanner, toilet bowls, faucets, doors, door knobs, tables, chairs, computers, laptops, hand rails, elevators, escalators, push carts, grocery baskets, utensils, remote controls, microphones, and the like. All schools, at any level, whether public or private, should also conduct regular disinfection. Likewise, all operators and drivers of public utility vehicles such as buses, jeepneys, multicabs, tricycles, and pedicabs should conduct regular disinfection.



- a) All public and private offices and establishments in the city should provide soap in their respective toilet and hand washing areas, including clean disposable paper towels or tissue. 70% rubbing alcohol or hand sanitizers should be made available in receiving areas or other places within or outside the office or establishment as may be deemed fit. Hand washing areas or alcohols and sanitizers should be made available for the public before entering and leaving government offices.
- b) Everybody is advised to wash their hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing their nose, coughing, or sneezing.
- c) Public places where people frequently gather such as business establishments, malls, markets, parks, hotels, restaurants, bars, pubs, banks, churches and other places of worship, educational facilities, ports, terminals, airports, and other similarly described establishments are directed to provide hand washing, sanitizing, or disinfection stations and protocols in place. Managers, owners, and administrators of the said facilities shall furnish the Office of the City Mayor with a copy of their established protocols within seven (7) days from the release of this EO.
- d) Church and civic organizations should come up with guidelines in the conduct of their activities for the observance of their programs or religious activities such as the coming Holy Week, Ramadan, and/or any other religious and non-religious activities. The postponement of other mass gatherings, rituals, programs, ceremonies, and activities that can be dispensed with is highly encouraged. Leaders and administrators of these facilities shall furnish the Office of the City Mayor with a copy of their established protocols within seven (7) days from the release of this EO.
- e) All restaurants, eateries, food-serving and food-preparing establishments and businesses in the city are hereby ordered to fortify their sanitation and hygiene practices, including training their employees and food handlers in avoiding the possible spread of the CoVid-19 and other diseases. Managers, owners, and administrators of these facilities shall furnish the Office of the City Mayor with a copy of their established protocols within seven (7) days from the release of this EO.
- f) Malls, pharmacies, stores, and other sellers of medical supplies are strongly advised to limit the sale of alcohol, disinfectants, masks, and other medical supplies per individual to avoid hoarding.

Section 7. Monitoring of People and Employees.

- a) LGU employees, government employees, or private individuals who exhibit flu-like symptoms, fever, cough, cold, body malaise, diarrhea,



and shortness of breath should seek immediate medical attention and follow necessary medical protocols before reporting back to work or going out in public.

- b) The City, along with the local and national agencies (PNP, AFP, DOH, BOQ, and other offices) shall establish a two-layered checkpoint for land vehicles entering the city to screen travelers, tourists, and visitors coming into the city by land for possible signs and symptoms of the CoVid-19, and easier contact tracing if the need arises.
- c) The City, along with the local national agencies (PNP, AFP, DOH, BOQ, CAAP, and other offices) shall establish a protocol to screen travelers, tourists, and visitors coming into the city by airport to check for travel history in the past 14 days, possible signs and symptoms of the CoVid-19, and for easier contact tracing if the need arises.
- d) Malls are directed to strongly discourage the entry of students, children, and senior citizens into their establishments to minimize or avoid health risk exposure.

Section 8. Sharing of Information.

The public is hereby encouraged to stop sharing wrong, false, and unverified information about the CoVid-19 virus online or in social media. The local government unit of Butuan City will not hesitate to file appropriate charges against those individuals found to be maliciously making, sharing, and manufacturing false content online.

Section 9. Preventive Practices and Etiquette.

The following preventive practices and etiquette shall be observed throughout the city:

- a) Wash your hands frequently with soap and clean water for at least 20 seconds. In the absence thereof, use of hand sanitizer and 70% rubbing alcohol is advised.
- b) Cover your mouth and nose with a tissue when coughing or sneezing. Dispose used tissue and other soiled articles properly. Wash your hands and sanitize thereafter.
- c) Carry with you sanitizers and alcohol at all times.
- d) Avoid close contact with people who are sick.
- e) Avoid touching your eyes, nose, and mouth.
- f) Stay at home when you are sick and call the hospital hotline numbers to get checked. Employees must bring a medical clearance when reporting back to work.
- g) Clean and disinfect frequently touched objects and surfaces using regular household cleaning spray or alcohol.



- h) Avoid close contact with other people such as hand shaking, hugging, beso-beso, and the like.
- i) Everyone is strongly encouraged to wear face masks (or improvised face masks like handkerchiefs) in public places, including, but not limited to, public markets.

Section 10. Mandatory Rendering of Services in Government Hospitals.

All employees, including doctors, of the Butuan Medical Center are mandated to render services as required by existing laws. Application for vacation leave shall not be allowed and shall be disapproved.

Section 11. Call First Mechanism.

All residents and visitors of the city, should they possess flu-like symptoms, or have traveled abroad for the past days or weeks, or have been exposed to a confirmed CoVid-19 case should call first the nearest public or private hospital before going there. A health worker will do an initial screening of the condition over the phone and will advise what to do next. Likewise, they should abide by the orders of the hospital authorities such as putting themselves under hospital or home quarantine if they are being considered as Persons Under Investigation (PUI) or Persons Under Monitoring (PUM).

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| Manuel J. Santos Hospital | Emergency Room - 0920 907 8289 NSO - 0920 907 8506 |
| Butuan Doctors Hospital | 342 7000 LOC 152 0998 403 8553 0927 566 2696 |
| Butuan Medical Center | 817 1328 0917 123 3207 0948 740 2423 |
| Holy Child Colleges of Butuan Hospital | 341 5661 0906 221 2152 |
| EROM - Maternity General Hospital | 342 7102 342 6258 225 1691 0998 852 8120 |

Section 12. Places of Worship.

All churches of different denominations and faith are enjoined to practice personal protective measures including, but not limited to, hand hygiene, proper coughing/sneezing etiquette, wearing of face masks (or improvised face masks like handkerchiefs), and making available at all times alcohol or hand sanitizers on entrances or front desks as preventive measures against the possible increase of CoViD-19 cases in the city. Churches, mosques, and the like must provide regulations to prevent the transmission of the disease during worship.

Section 13. Price Monitoring and Control.



Pursuant to section 6 of Republic Act 7581 otherwise known as the "Price Act," price for basic and prime commodities (such as, but not limited to, soap, surgical masks, hand sanitizers, rubbing alcohol, and other drugs as classified by the DOH) in the city shall automatically be frozen at their prevailing prices under automatic price control.

The Bantay Presyo Task Force (BPTF) shall conduct weekly and/or random price monitoring of basic and prime commodities, including prices of surgical masks, hand sanitizers, and rubbing alcohol throughout the city and submit a report to the Office of the City Mayor through the Local Price Coordinating Council (LPCC). The local government unit of Butuan City will not hesitate to file appropriate charges against any person or entity involved in hoarding and/or overpricing.

Section 14. NCOV-Task Force.

The existing Butuan City NCOV-Task Force shall act as the concurrent CoViD-19 Task Force. Its efforts in addressing the CoViD-19 outbreak in the city shall be intensified.

Section 15. Law Enforcement.

The assistance of the Philippine National Police and other law enforcement agencies shall be called upon in addressing the possible CoVid-19 outbreak in the city.

Section 16. Role of the Barangays.

I. On Containment and Control

- a) Receive from the Office of the City Mayor a copy of the Bureau of Immigration record of barangay residents who recently arrived in the Philippines from a country with a confirmed CoViD-19 case. In the absence of such records, to monitor the arrival of barangay residents who recently arrived in the barangay from a country or place with a confirmed 2019 CoViD-19 case, and provide the City Mayor with a report of such arrivals, and the measures and actions taken.
- b) Mobilize the Barangay Health Emergency Response Teams (BHERTs) in the campaign to contain the CoViD-19.
- c) Identify and recommend to the City Mayor an enclosed structure, such as an empty house or building, which can be designated as a Barangay Isolation Unit (BIU).
- d) Assign BHERTs, working in shifts, to the BIUs to examine and care for any person who voluntarily submits himself/herself for check-up, screening, and voluntary quarantine. The health team must undergo related training from the DOH.



- e) In coordination with proper authorities, strictly implement and monitor the 14-day quarantine of persons arriving from a 2019 nCoV-affected country or place;
- f) Extend appropriate assistance and support to those in voluntary quarantine, depending on the latter's capability and actual needs.
- g) In coordination with the City Health Office and police authorities, assist in the safe transfer of a PUI to a DOH-designated referral center or quarantine facility.
- h) Supervise the BHERTs in the performance of their duties and responsibilities.

II. On Prevention and Mitigation

- a) In coordination with City Health authorities, conduct a barangay-wide information, education, and communication (IEC) campaign on CoViD-19 prevention, containment, and control, including the distribution of leaflets containing relevant information about the virus and other relevant information including, but not limited to, voluntary quarantine. In doing so, always refer to the advisories, updates, and information regularly given by and posted on the website and official social media accounts of the DOH and WHO Philippines.
- b) Establish a Barangay Health Information Center (BHIC) which will receive and record calls from the public who wish to report or offer information about any person who recently arrived from a country or place with a confirmed CoViD-19 case and/or manifesting the symptoms of the said acute respiratory disease. The BHIC should immediately inform the City Health Officer of such information, who must immediately act on the matter. The BHIC shall also provide its callers with facts and accurate information regarding the CoViD-19.
- c) In coordination with City Health authorities, conduct a barangay-wide cleanliness and sanitation campaign.
- d) The BHERTs shall perform the following functions:
 - i. With or without the list of arrivals from the Mayor supposed to be received from the Bureau of Immigration (BI), to conduct visits in the home of every person arriving from a country or place with a CoViD-19 confirmed case in order to gather necessary information and encourage the person to come to the BIU, or voluntarily undergo home confinement for not less than 14 days;



- ii. Care must be taken to ensure that the visits are carried out in a very discreet and courteous manner, so as not to cause undue alarm, anxiety, or shame on the part of the subject person, his/her family, and the community;
- iii. Immediately initiate contact-tracing, where the team shall list down the names and other important information about all persons known to have been in contact with PUIs or places they have been prior to his/her arrival in his/her residence or place of stay;
- iv. Require arriving resident/s to check and record their body temperature at least three times daily (in the morning, afternoon, and evening) for the duration of the 14-day voluntary quarantine period. Advise the arriving resident/s to watch out for symptoms, such as fever, cough, shortness of breath, and difficulty of breathing;
- v. Check on the condition of the arriving resident/s daily from a distance of not less than one (1) meter when not wearing the appropriate personal protective equipment (PPEs). However, to ensure infection prevention and control, always wear the appropriate PPEs before coming near or getting in contact with a PUI. The gloves and all other materials in contact with a PUI must be properly disposed of immediately after use;
- vi. If symptoms are observed, immediately isolate and confine the arriving resident, now a PUI, to the BIU, prior to his /her immediate safe transfer to a DOH-designated referral center or quarantine facility for further examination and treatment. The PUI should be required to wear the N88 surgical mask (not the N95 respirator mask) and advised to always observe personal hygiene, use tissue (toilet) paper when coughing or sneezing and properly dispose the tissue (toilet) paper in a covered trash can, wash his/her hands with soap and clean water immediately after, drink plenty of water and fluids, eat nutritious food, get plenty of rest, and avoid getting near any person within at least one (1) meter;
- vii. Place the rest of the household under 14-day home confinement. Repeat the process for them, including contact-tracing;
- viii. If no symptoms are observed after the 14-day voluntary quarantine, report to the Punong Barangay who will, in turn, inform the City Health Officer and recommend the lifting of the quarantine and certify the PUIs free from the CoViD-19 infection; and



- ix. Report daily to the Punong Barangay the condition of the PUI, including all measures and actions taken.

Section 17. Immunizations.

The City Health Office is directed to conduct house-to-house strategy on immunization activities, such as, but not limited to, polio vaccination.

Section 18. Delivery of Basic Government Services.

Despite all these precautions, there shall be no disruption in the delivery of basic government services in all appropriate government offices under the local government unit of Butuan City.

Section 19. Miscellaneous Provisions.

Everyone is enjoined to observe the Department of Health (DOH) advisories pertaining to their respective organizations, to wit:

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| Workplace | DOLE Labor Advisory # 4 Series of 2020 and DOH DM 2020-0056 |
| Hospitals | DOH Dept. Memo 2020-0035 |
| Residential Communities | DOH Dept. Memo 2020-0059 |
| Schools | DOH Dept. Memo 2020-0055 and DepEd Memo 15 s. 2020 |
| Hotels and other similar establishments | DOH Dept. Memo 24-2020-0057 |

All current and subsequent national issuances relevant to CoViD-19 are automatically adopted under this EO.

Section 20. Mandatory General Curfew and Home Quarantine.

Pursuant to the foregoing purposes, the city will be implementing a mandatory general curfew from ten o'clock in the evening until four o'clock in the morning (10:00 pm - 4:00 am).

Section 21. Additional Guidelines.

In addition to the precautionary measures already being undertaken by the City Government of Butuan and those mentioned in this EO, additional guidelines may be released from time to time to help prevent and/or minimize the transmission of CoViD-19 in the city.



Republic of the Philippines
OFFICE OF THE CITY MAYOR
City Hall Bldg., J.P. Rosales Ave., Doongan, Butuan City

Section 22. Repealing Clause.

All Executive Orders issued and/or parts thereof contrary to or inconsistent with the provisions of this Order are hereby repealed, modified and amended accordingly.

Section 23. Separability Clause.

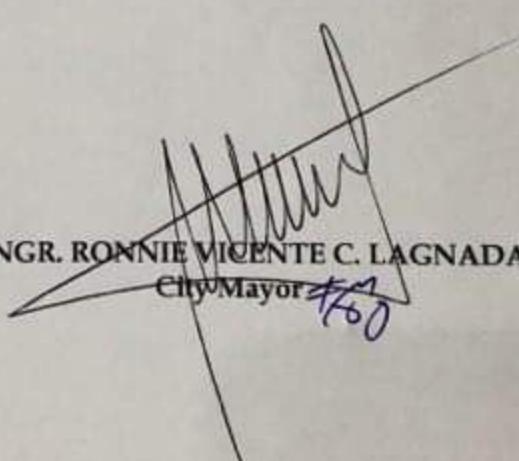
Should any provision of this Order be subsequently declared unconstitutional or ultra vires, the rest of the provisions not so declared shall remain in full force and effect.

Section 24. Effectivity.

This Order shall take effect immediately and shall remain in full force and effect until withdrawn by the undersigned.

SO ORDERED.

Done this 14th day of March 2020 in Butuan City, Agusan del Norte.

ENGR. RONNIE VICENTE C. LAGNADA, CE
City Mayor 

I hereby CERTIFY that the Office of the President, His Excellency President Rodrigo Roa Duterte was furnished of this Executive Order in accordance with Sec. 455 (b) (1) (xii) of Republic Act 7160, otherwise known as the Local Government Code of the Philippines.

REYNANTE B. DESIATA
Acting City Administrator 